

HAMPTON PLANNING BOARD

DRAFT MINUTES

May 20, 2020 – 7:00 p.m.

PRESENT: Tracy Emerick, Chair
Ann Carnaby, Vice Chair
Alex Loiseau, Clerk
Fran McMahon
Mark Olson
Keith Lessard
James Waddell, Selectman Member
Jason Bachand, Town Planner
Laurie Olivier, Office Manager/Planning
Kristi Pulliam, Finance Director

ABSENT:

I. CALL TO ORDER

The Planning Board Chairman Tracy Emerick, has determined that, due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic, and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, in order to properly ensure the safety of the public and that of several of the Board members who are within the CDC guidelines needing to take special precautions, this body is authorized to meet electronically. Please note there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, Chairman Emerick is confirming that the Planning Board are: Utilizing a teleconference service for this electronic Meeting. The Public may join the teleconference by calling toll free 1-857-444-0744 and using the code 156034. If anyone has a problem, please call 603-929-5805.

Mr. Emerick commenced the meeting by introducing the Planning Board members.

Mr. Emerick read the Governor's State of Emergency criteria regarding the meeting being held telephonically. Prior to the meeting, the Planning Office gave information to applicants on how to access the meeting electronically.

Attendance was taken and it was stated who was in the room. All Planning Board members were home; no one was present with members. All votes will be taken by roll call.

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II. ATTENDING TO BE HEARD

- **Change of Use: 461 Lafayette Road**
Clothing Store to Yoga Studio

Ms. Emma Brunet telephoned in. She discussed her proposal and past experience with yoga.

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Mr. Lessard asked for hours of operation. She is looking for Monday through Thursday 5:45 a.m. Each class is an hour. Two other morning classes. Evening classes, the latest would start at 6 p.m. and end at 7 p.m. Seasonal times would be used. In the Winter, classes would end earlier.

Mr. Lessard asked about ADA compliance. Mr. Bachand said once the Building Department deals with their necessary permits, many times, if a site is not ADA accessible, it may require a doorbell so assistance can be provided to the person.

Ms. Carnaby asked about when she thinks they will be open. Regulations for social distancing were asked about. Ms. Brunet said she has heard June 1st may be the date for other yoga studios to open. She is not in a rush to meet a deadline. She may do half capacity. She may do virtual classes. She would teach live at the studio.

Ms. Carnaby asked about contact information for people who want to sign up. The applicant said she is advertising through social media, Instagram, Facebook. The Mind-Body app is also used. Mind-Body can be downloaded for free onto one's phone and people can get information on that app.

Mr. Olson asked about 461 Lafayette – is she moving into Wicked Flannel was asked. It is in between Wicked Flannel and Marelli's. Mr. Olson asked about the parking out back. Mr. Bachand said there are no issues with parking.

Mr. Loiseau said it's a great addition to downtown. Mr. McMahon complimented the applicant on her application.

MOTION by Mr. McMahon to approve the change of use.

SECOND by Mr. Loiseau.

ROLL CALL VOTE: 7 – 0 - 0

MOTION PASSED.

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Master Plan Steering Committee

1. Public Comment (relating to Master Plan)
2. Milone & MacBroom – Consultant for Vision and Coastal Management Content
 - a. Consultant Introductions
 - b. Data Compilation and Review - Deliverables
 - c. Municipal Staff Questionnaire
 - d. Public Survey
 - e. Other Public Engagement and COVID-19 Restrictions
 - f. Consultant Next Steps
3. Comprehensive Master Plan Update
 - a. Status of Funding
 - b. Draft RFP for Comprehensive Master Plan Update
4. Preliminary Master Plan Survey
5. 2020 Comprehensive Economic Development Strategy (CEDS) Project Submission Sheet
6. Next Steps

Kristi Pulliam noted that Brian Warburton and Barbara Kravitz have phoned in. Noah Slovin and Dave Murphy have phoned in. Nathalie Morison, from NHDES is on the phone as well.

Mr. Bachand asked if there was any public comment. The public was asked to press 5* if they wish to speak. Ms. Pulliam noted that Ms. Dionne (Conservation Commission) is on line as well.

Ms. Pulliam noted Sharon Raymond (Conservation Commission) also is on the line.

No public comment.

Mr. Bachand discussed some background about the Vision & Coastal Management portion of the Master Plan. In December, 2018, a proposal was submitted by the NHDES Coastal Program for a NOAA Project of Special Merit grant pertaining to the NH Seacoast. One component of this was a Coastal Hazards and Adaptation Master Plan Chapter for Hampton. In March of 2019, the proposal was selected for funding (\$35,000 for the Hampton Master Plan Chapter). We received \$10,000 of additional funding for the Vision portion. An RFP was prepared and proposals were received. We received proposals from a few firms. Milone & MacBroom were chosen. In March of 2020, Governor and Council approved the contract. There have been Zoom meetings with the consultants already, and initial work is taking place.

The Steering Committee was introduced.

Brian Warburton, current Chairman of the Municipal Budget Committee.

Barbara Kravitz, Resident-at-large representative for the community.

Sharon Raymond, Conservation Commission.

David Murphy – Milone & MacBroom.

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Noah Slovin, Milone & MacBroom went forward with the presentation.

They are excited to work with Town.

Nathalie Morison is also present. She is the Coastal Resilience Specialist from NHDES.

Mr. Noah Slovin presented. They sent out material to the Steering Committee. He discussed plans and the scope what has been done so far. There are five different tasks.

1. Project management and municipal staff questionnaires were discussed.
2. Reviewing and compiling data was discussed.
3. Public Outreach was discussed.
4. Developing Vision content for the Master Plan was discussed.
5. Developing Coastal Management content for the Master Plan was discussed.

So far, they are working through Tasks 1 and 2 (above).

They are getting to (3) Public Outreach participation.

Mr. Slovin discussed information from some members of the Planning Staff, members of the Master Plan Steering Committee, and information from Ms. Morison and Mr. Bachand about resources. They completed a review. About 12-14 resources were looked at. They pulled out reports and studied items relevant to Vision and Coastal Management elements.

A memo was prepared and they prepared a matrix and Memorandum. There is also a geographical map to visually summarize what is out there. What parts of Hampton are covered.

Mr. Slovin discussed three different deliverables prepared. Memo, matrix, and map. Hopefully, the Master Plan Steering Committee has access to these (they were provided in advance).

Ms. Carnaby complimented them on their collection of data and compilation. She asked if the documents could be provided in a library, for the Planning Office, of copies of these documents. Mr. Bachand said most information is already in Planning Office. Maybe there could be a shelf in Town Hall with this information for the residents.

Ms. Morison said these resources are available electronically as well. They can compile a list and circulate to them via email as well. People can read them from their own homes. Ms. Carnaby said that is very helpful.

Ms. Kravitz discussed developing a webpage. She discussed developing a webpage off the Planning Department's page – a compilation can be attractively put there as well. Mr. Bachand said there are documents on the website under Planning. Under Departments - Planning

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Department - then Planning. The Website is Hamptonnh.gov. Tonight's documents are there along with other documents from previous meetings.

Mr. Slovin discussed the next steps. He noted part of the task is having an online engagement. Having a website or other online sites is helpful. Resources can be put on there.

Mr. Slovin discussed interviews and a staff questionnaire. Getting information from municipal staff to get input for the Vision and Coastal Management content is important. There is a municipal staff questionnaire. Different concepts and areas in Master Plan vision; different concepts in Coastal Management Chapter; Coastal Hazard Mitigation and Resilience. Finding what is important. Community strength and community needs.

This survey questionnaire is in draft form right now. Once it is ready, the Master Plan Steering Committee can review this.

Ms. Carnaby said she loves the idea of getting Town staff input. They have a different perspective. There were places where a suggestion regarding Zoning Regulations were involved. She suggests a phrase be added ("and other means"). Zoning Regulations are not the only avenue in solving issues. She would like it expanded. Mr. Slovin said they can do that.

Mr. Slovin discussed the next steps. Public Engagement. Public outreach participation. Stakeholder identification. Social media will be worked on. Putting together an on-line survey also. Master Plan Survey was mentioned.

Mr. Slovin shared results of the survey. The survey is still open. He summarized the take-aways and used that to inform future public surveys or engagement – making sure we are not asking the same questions. Mr. Slovin put together a summary of that also. There is a list of ideas of how we build on that. Coastal mitigation strategies were discussed. Questions can be asked to the public on what people want in the vision statement.

Mr. Slovin discussed the Preliminary Master Plan Survey. Mr. Slovin will look to the Steering Committee on how to best collaborate with the Master Plan Survey and to make sure there is not too much repetition.

Ms. Carnaby asked about the survey. She noted there was only one other person who took the survey in the last few weeks. The original intent was to generate a lot of broad feedback. The survey maybe fulfilled its purpose.

Mr. Bachand asked if we are ready to close it now or to keep it open. Closing it may make sense now. He reached out to the members.

Mr. Emerick thinks it is time to take it down.

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Ms. Kravitz agrees; it has provided a wealth of information and insight. We need to take it to the next step.

Mr. Warburton concurs with the previous comments.

Ms. Carnaby said we can keep the Town Crier as an emblem or icon for the Master Plan.

The Preliminary Master Plan Survey will come down.

(Broader) public engagement was discussed. Mr. Slovin discussed three planning events. One is an in-person planning event where people come and there is a workshop where there is information; the public is invited. Activities can be done in person. Also, a pop-up event; mini engagement session. If there is a community event, we could piggy back on that.

They are keeping an eye on this.

There are a variety of options to do things virtually. There is social media, website work, surveys, mailers. Presentations broadcast on public access television or video stream. Zoom was discussed. Interactive poster – people can vote using their phones. They are thinking of different ways to do this. They are brainstorming and are open to input.

Mr. Emerick thinks group meetings/gatherings will be last. Phone and web and electronic media will need to be used. We can't get together for quite a while. Ms. Carnaby agrees with Mr. Emerick. Visual displays throughout the Town, she thinks, is a great idea and a good place to use the Town Crier.

Mr. Slovin said virtual is the way to go / non-in-person events. If things open up, we will address and be prepared for that as well.

Mr. Slovin asked Mr. Dave Murphy (Milone & MacBroom) asked if there is anything to add.

Ms. Kravitz asked about how they approach, time line for Vision and Coastal Management process. She said vision and coastal management are complimentary but are also very different. How does that go was asked. She wants Mr. Slovin to walk us through the product.

Mr. Slovin said next steps will be public outreach participation, and as public is engaged, it will be on both Vision and Coastal Management content. He asked Mr. Murphy about how much separation there will be between the two contents.

Mr. Slovin said we don't want to overload people with too many questions or too many surveys. They will find a balance.

Once information is received, they will do the Vision content first. Information from the public and stakeholders will be gathered. Once the Master Plan Vision content is done, then they will develop the Coastal Management Chapter.

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Strategies and creating adaptation plan will occur after the Vision is moving along. They will start Coastal Management work as well.

Mr. Bachand said if anyone has questions, please feel free to send them to him and he will relay these to Mr. Slovin, Mr. Murphy and Ms. Morison.

Mr. Bachand discussed status of funding and the RFP for the Comprehensive Master Plan Update. Article 10 was passed at the March Town Meeting. He thanked everyone for voting and supporting it. Access to funding is temporarily on hold due to the Pandemic. He will keep everyone posted. We are getting the RFP into final form so we will be ready to go. He would like comments from the Steering Committee by June 1st. Please provide any comments or questions to Mr. Bachand. He is working with the Town Attorney, Mark Gearreald to get to RFP finalized.

2020 Comprehensive Economic Development Strategy (CEDs) sheet – it was submitted in March. The Master Plan update was the submitted project. To be listed in the CEDs, the project must meet at least one of five goals: Infrastructure Development, Regional Cooperation, Workforce Attraction and Retention, Affordable Housing, and Sustainable Living. Mr. Bachand believes the Master Plan meets all five. He spoke with Jennifer Kimball, and she thought it was a strong application.

Ms. Kravitz discussed there is a hiatus on these projects due to COVID-19. Next meeting would likely be toward September – that is her guess.

End of Steering Committee portion of the meeting.

III. CONTINUED PUBLIC HEARINGS

IV. NEW PUBLIC HEARINGS

V. CONSIDERATION OF MINUTES of May 6, 2020.

MOTION by Mr. McMahon to approve the May 6th Minutes.

SECOND by Mr. Olson.

ROLL CALL VOTE: 7 – 0 – 0

MOTION PASSED.

VI. CORRESPONDENCE

VII. OTHER BUSINESS

Mr. McMahon mentioned the Selectmen discussing with Deputy Town Manager, Jamie Sullivan, the ability to meet as a group. What is feeling of the Planning Board for its meetings was asked.

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Mr. McMahon would like to meet. Mr. Olson would like to also. Mr. Emerick said we should follow their lead.

Ms. Carnaby wishes we had visual access to each other. She is not keen in meeting in the meeting room all together, but she misses the visual component.

Mr. Waddell likes meeting in person.

Mr. Bachand said as long as we can follow all requirements, it is safe for everyone, and the public can participate. We should see where it goes.

Ms. Olivier believes it should happen.

Mr. Olson agrees with Mr. McMahon. We are less than 10.

Mr. Loiseau thinks meeting in person is good; following the Selectmen's lead is good. Being there adds something.

Ms. Carnaby asked about Zoom. If we could explore that option, that would be good.

Mr. McMahon asked Mr. Waddell if it is possible to have some members stay at home and some come in. Is it a possibility was asked. Mr. Waddell said they are looking into that. Logistics. It can happen. Having feedback can be a bit tricky.

Mr. Bachand asked about larger meeting rooms – such as auditoriums. Are larger locations available to us? Mr. Waddell has not investigated that yet.

VIII. ADJOURNMENT

MOTION by Mr. McMahon to adjourn.

SECOND by Mr. Olson.

ROLL CALL VOTE: 7 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 7:55 p.m.

Respectfully submitted,

Laurie Olivier, Office Manager/Planning

****PLEASE NOTE****

ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.

MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING